BY ORDER OF THE COMMANDER

AIR COMBAT COMMAND

AFI 10-207/ACC SUP 1

15 NOVEMBER 1995

OPERATIONS

COMMAND POSTS

AFI 10-207, 27 December 1993, is supplemented as follows.   This supplement is applicable to all ACC unit command posts, command representatives, and the ACC Command Center. It also expands upon the procedures set forth in AFI 10-207. It provides procedures for establishing, maintaining, operating, and administering ACC command posts.   AFRES and ANG will comply with this instruction to the extent possible as determined by local facilities, equipment, and manning. This publication applies to the Air National Guard (ANG) when published in ANGIND 2. EXCEPTION: ANG units assigned a pure air defense mission will comply with NORAD and joint CONUS NORAD Region (CONR)/ANG directives both prior to and following federalization. Waiver authority for this instruction is ACC AOS/AOCP.

SUMMARY OF REVISIONS

This supplement reflects changes too numerous and extensive to individually list. Personnel are urged to carefully review the entire text to familiarize themselves with all changes.

Supersedes ACCI 10-207, 25 February 1994.

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Pages: 19/Distribution: F

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Chapter 5 (Added)

Operations

5.1. Functions. The Command Post (CP) serves as the single agency for the execution of command and control activities. These activities include numerous tasks and requirements established by higher directives, plans, and commander directed activities. The CP functions as executive agency for COMACC, Numbered Air Force (NAF), unit commanders, and during increased readiness, higher headquarters commanders exercising operational control over supporting forces.

5.2. Unit Designation. There are several terms used for command and control facilities (i.e. wing operations center, command post, and command center) throughout the Air Force. In ACC the term command post (CP) will be used to describe the unit's command and control facility.

NOTE: Passages and paragraphs proceeded by "(STRAT)" are applicable only to SIOP committed units.

5.3. The CP will consist of the following: Operations Management Center (OMC), Reports Management Center (RMC), Maintenance Operations Center (MOC), (STRAT) Combat Crew Communications Center (CCC), and Battle Management Center (BMC). For AFRES units, the CP will consist of the OMC, which will include operational reporting and SORTS (Air Reserve Technicians), and the BMC.

5.4. Responsibilities:

5.4.1.   ACC AOS/AOC recommends that all personnel assigned to the CP whose primary duty is shift work, be authorized basic allowance for subsistence (BAS). Justification is IAW AFM 177-373 vol II, personnel must remain in the immediate vicinity of the CP during their tour of duty.

5.4.2. The chief of the CP will report to the unit commander and is responsible for:

5.4.2.1. Revalidating Supporter-Receiver agreements as a minimum annually.

5.4.2.2. Establishing a notification system that ensures timely alerting/recall of unit personnel and supporting agencies under both normal and degraded communications conditions. Alerting/Recall procedures under degraded communications are only required for the senior staff and when tasked by applicable OPLANS (N/A for AFRES CPs prior to mobilization).

5.4.2.3. Ensuring Operating Instructions (OIs), Quick Reaction Checklist (QRCs), and Emergency Action Checklists (EACs), are developed and maintained.

5.4.2.4. Ensuring the maximum notifications for OMC and MOC controllers do not exceed 15 individuals for each function. Conferences will not be counted as a single notification unless another agency (such as the base operator) is responsible for establishing the conference.

5.4.2.5. Appointing a self-assessment program monitor, and ensuring a self-assessment program is developed and maintained.

5.4.2.6. Appointing an internal CP security manager. Where required, establish a Top Secret Control Account and appoint primary and alternate Top Secret Control Officers. Coordinate with the servicing security police Information Security Program Manager.

5.4.2.7. Ensuring the establishment and maintenance of a functional publications, directives, and instructions library forms account.

5.4.2.8. Reviewing, at least semiannually, all CP QRCs, EACs, and OIs for currency and sufficiency. (Annually for AFRES units.)

5.4.2.9. (STRAT) Providing C2 support for Combat Mission Folder construction, as prescribed in ACCI 10-450 series, and represent the CP on the unit Single Integrated Operations Plan (SIOP) materials working group.

5.4.2.10. (STRAT) Providing a representative for aircrew certifications.

5.4.2.11. Establishing well defined procedures and lines of communication with base agencies to ensure all significant or potentially significant operational or maintenance activity is rapidly and accurately reported to the CP.

5.4.2.12. Ensuring the development of a thorough and comprehensive SORTS program IAW AFI 10-201.

5.4.2.13. Ensuring the CP chief and superintendent are knowledgeable in SORTS procedures (i.e. having the ability to read/brief the SORTS easy read products). (N/A for AFRES units.)

5.4.2.14. Appointing primary and alternate SORTS managers. (N/A for AFRES units.)

5.5. Command Representative (COMREP). ACC wings tenant on non-ACC installations are authorized one COMREP position. COMREPs are assigned to the tenant commander.

5.5.1. ACC COMREPs will possess extensive experience in ACC command and control, and must be a CAFSC 1C371.

5.5.2. The COMREP will be responsible for:

5.5.2.1. Ensuring CP compliance with all applicable ACC directives.

5.5.2.2. Reviewing, at least semiannually, all CP checklists, OIs, and SORTS books to verify that they accurately reflect ACC procedures and requirements.

5.5.2.3. Establishing training and certification requirements.

5.5.2.4. Providing command unique training inputs to the CP and assisting in presentations at controller training meetings.

5.6. Facilities and Equipment

5.6.1. Facilities. The space requirement for a CP varies with the mission and number of organizations supported. Criteria for floor space are shown in AFI 32-8004.

5.6.2. Maintain Physical Security requirements IAW AFI 31-101. As a minimum, all ACC CPs will have a priority "C" designation. Designate ANG CPs a restricted area upon activation. CPs supporting

alert missions will have a priority designation commensurate with the highest priority of the wing's operational alert mission, where the CP exercises direct command and control over that mission.

5.6.3. Unrestricted entry to the OMC console area is limited to the commander, CP personnel, and CP evaluators. Additional personnel may be authorized unrestricted entry if approved by the CP chief or superintendent.

5.6.4. Electromechanical locks or Automated Entry Control System may be used to facilitate entry of authorized personnel into staffed facilities. STRAT committed units must use an entrapment area with phone connection to console for entry access. Units using electromechanical locks for entry access must change the combination monthly, and when individuals PCS or separate. Restrict the electromechanical lock combination to CP personnel only.

5.6.5. Identify an alternate CP and the equipment required to ensure continuous command and control services during contingencies and natural disasters. Establish procedures for emergency and planned relocation.

5.6.6. Communications Equipment. A listing of equipment is located in atch 4.

5.6.6.1. Equip all telephones and microphones in the CP with push-to-talk feature.

5.6.6.2. TEMPEST requirements must be considered when positioning equipment.

5.6.7. Support Equipment. Required and authorized equipment can be found under various Tables of Allowance (TAs). If you require equipment, you can use budget code "9", commander funded, for required equipment. Supply will then find the proper TA IAW AFM 67-1.

5.6.8. Emergency Power. The emergency power generator name plating (with adjustments for altitude) will be capable of providing at least 140 percent of the required load. Keys for access to the generator/components must be maintained in the CP.

5.7. Organization and Manning.

5.7.1. Manning. Standard manning levels for CP controller and staff positions have been directed in the Air Force Manpower Standard 135A to include any approved waivers. HQ ACC/AOCM is the office of primary responsibility (OPR) for command and control manning issues. The commander will ensure MOC manning meets operational needs.

5.7.2. OMC will consist of enlisted (1C3X1) and/or officer (13B3E) controllers. The OMC is a 24 hour agency normally manned by two OMC certified controllers. The CP may be manned by a single OMC controller during periods of low activity.

5.7.2.1. OMC personnel will be trained in the emergency actions procedures of ACC as well as each actively supported command. Only certified OMC controllers are authorized to process EAMs.

5.7.2.2. OMC personnel must be certified in all operational reporting except SORTS.

5.7.2.3. ANG/USAFR personnel are not required to be certified in ACC emergency actions procedures (they will be sufficiently familiar with EAP-ACC to effectively process received EAMs), but must be certified as an OMC controller.

5.7.2.4. The OMC is responsible for crisis coordination, airlift control, flight following, and disaster response notifications.

5.7.2.4.1. The chief will develop procedures to ensure OMC controllers can determine the location of each aircraft assigned to the unit. Controllers must have the ability to provide the information to key personnel and base agencies.

5.7.2.4.2. OMC controllers are responsible for: coordinating with the Supervisor of Flying (SOF) and/or Runway Supervisor Officer (RSO), and relaying weather and mission changes to aircrews.

5.7.2.5. The OMC may be manned by a single controller during periods of low activity; however, it must be approved in writing by the unit commander.

5.7.2.5.1. Controllers selected to perform single controller duties must have a minimum of 12 months certified OMC CP experience. (For AFRES units, a controller may work alone once certified.)

5.7.2.5.2. CP chiefs must ensure procedures are developed to ensure two-person requirements are satisfied.

5.7.2.5.3. When the OMC is manned by a single controller, a second controller will be on standby.

5.7.3. RMC. Desired staffing for this section is two 1C3X1 personnel; minimum staffing is one 1C3X1 and one 13B3E. (N/A for AFRES units.)

5.7.3.1. RMC will normally consist of personnel certified in CP reporting requirements, to include (but not limited to) Status of Resources and Training System (SORTS) reporting, Force Management Information System (FMIS) reporting, OPREP reporting, and START Tracking and Reporting System (STARS).

5.7.3.2. (STRAT) Develop and maintain reporting guides identifying required FMIS reports based on unit tasking. Establish procedures to ensure review, maintenance, and submission of FMIS reports outlined in MCM 55-8, as applicable.

5.7.3.3. RMC will accomplish other reporting responsibilities as determined by the chief/superintendent of the CP.

5.7.4. MOC section. This instruction will be used in conjunction with ACCI 21-166. Personnel who work in the MOC must hold a 5 level maintenance AFSC, be knowledgeable of the maintenance management system, and be qualified by experience and/or formal training on at least one of the weapon systems being maintained. Personnel with a 3 level may be assigned if they have 1 year experience on a unit weapon system and have completed all upgrade training requirements. Personnel should not be assigned to the MOC for longer than two years. (N/A for AFRES units.)

5.7.4.1. The MOC is normally a coordinating/facilitating agency and is geared to monitor/support the flightline maintenance effort. The MOC establishes priorities such as fuel or calibration docks, wash racks, and dispatched specialists from the maintenance squadrons (backshops). The exchange of information between squadrons must be in precise detail to allow the MOC to comply with reporting requirements and to identify potential problem areas. The MOC supports the expediter with specialist support not assigned or available in the flying squadron and required to support the maintenance production. Squadron maintenance officers will ensure the MOC is aware of conditions which may disrupt the orderly and controlled execution of the maintenance plan.

5.7.4.2. MOC responsibilities are as follows:

5.7.4.2.1. Maintains the status and location of each aircraft on station, maintained or supported by the wing. Operational reconnaissance units should ensure status depicting aircraft status comply with program security guidelines.

5.7.4.2.2. Manages the aircraft maintenance non-tactical radio program for the operations and logistics groups

5.7.4.2.3. Ensures aircraft status is properly reported and maintained in accordance with AFI 21-103 and AFM 66-279. The aircraft maintenance expediter determines the status and capability. The MOC verifies the status before reporting it.

5.7.4.2.4. Coordinates and monitor the progress of aircraft functional check flight (FCF) as established by quality assurance (QA) and fighter squadron maintenance, plans and schedules and debrief (OSM PS&D).

5.7.4.2.5. Informs all affected agencies of changes in priorities, plans, and schedules.

5.7.4.2.6. Coordinates changes on an AF Form 2407, Weekly/Daily Flying Schedule Coordination.

5.7.4.2.7. Request all support services not immediately available to the Operations Squadrons (OS).

5.7.4.2.8. Develops and implements procedural checksheets.

5.7.4.2.9. When the status of AGE designated as mission essential falls below its critical level, it is monitored through visual aids which show location, minimum levels and current status by type.

5.7.4.2.10. Coordinates munitions delivery priorities with OS and munitions maintenance activities.

5.7.4.2.11. Complies with CAMS requirements as outlined in AFM 66-279.

5.7.4.2.12. Manages and controls the status portion of the status in inventory subsystem.

5.7.4.2.13. Maintains aircraft estimate time in commission (ETIC). ETICs consist of a date and time or a parts plus base on the estimated delivery date (EDD) that is received from MICAP.

5.7.4.2.14. Informs all required agencies, including the fire department, of munitions-loaded aircraft to include when each aircraft is loaded or unloaded with munitions. Give the aircraft type, tail number, location, type of explosive, and arming status.

5.7.4.2.15. Prepares aircraft condition projections for reporting through the SORTS system. Small units may use the parent wing MOC to perform the function. Reconnaissance units also prepare OPREP 1-C and 5-M reports for transmission to the Global Operations Center.

5.7.4.2.16. Ensures all deviations to the daily flying schedule are reviewed and accurately reported IAW ACCI 21-165.

5.7.4.2.17. Resolves support problems between agencies and dispatches appropriate maintenance agencies to provide requested support.

5.7.4.2.18. Monitors the hangar queen prevention program

5.7.4.2.19. Controls maintenance on the alert force

5.7.4.2.20. In conjunction with base supply, squadron maintenance officers, MS supervisor, MOC and LG QA develops procedures for redball maintenance, parts delivery, documentation methods and follow on actions.

5.7.4.2.21. Has overall management and control of the location subsystem and aircraft status reporting.

5.7.4.2.22. Coordinates with the weapons section for the delivery and pick up of munitions.

5.7.4.3. The MOC is made up of a minimum of three controllers, the Weapons System Coordinator (WSC), the Fly Board Controller (FBC), and the Senior Controller (SC).

5.7.4.3.1. The WSC will:

5.7.4.3.1.1. Verify and post status information promptly when informed by the squadron expediter or production superintendent.

5.7.4.3.1.2. Be familiar with the operation and capability of support organizations.

5.7.4.3.1.3. Coordinate maintenance schedules, actions, and priority changes.

5.7.4.3.1.4. Track Crew Ready, Crew Show, Engine Start, Taxi, Redball, and POL priorities.

5.7.4.3.1.5. Record Pilot Reported Discrepancies (PRD).

5.7.4.3.2. The FBC will:

5.7.4.3.2.1 Track all local flying by line numbers, tail numbers, missions, callsigns, pilots, and takeoff/land times of the units assigned to the wing.

5.7.4.3.2.2 Track, along with the OMC, off station aircraft. Detachments may be solely tracked by the OMC.

5.7.4.3.2.3. Record late and early takeoff/landings, interchanges, use of spare aircraft, aborts, and inflight emergency incidents in CAMS during the CAMS automated debriefing process.

5.7.4.3.2.4. Coordinate with the production superintendent to assist in determining the correct debriefing status codes.

5.7.4.3.2.5. Provide sortie sequence numbers and sortie numbers to the OSs for all additions and cross country sorties.

5.7.4.3.2.6. Develop a local cause code list for deviation cause codes.

5.7.4.3.3. The SC will:

5.7.4.3.3.1. Set priorities when resources must be shared between agencies.

5.7.4.3.3.2. Settle disputes between agencies when resources must be shared

5.7.4.3.3.3. Generate a daily composite package of the day's activities to distribute among the units.

5.7.4.3.3.4. Track reports on incidents/accidents that happen within the OS and associated agencies.

5.7.4.3.3.5. Serve as the central point of contact for monitoring the production effort for Operations Support Squadron (OSS) during real world or exercise contingencies.

5.7.4.3.3.6. Represent the CP during OG/LG maintenance/scheduling meetings.

5.7.4.4. Visual Aids. Use of aids to provide ready access to critical data. Computer terminal may be used in place of visual aids. If this option is used, develop procedures for retrieval of printed products on a regular basis providing contingency working documents in case of system failure. If a video projection system is used to display CAMS data to complement CAMS terminals, establish an authorization IAW Table of Allowance 007. When using visual aids show the following:

5.7.4.4.1. The aircraft status display; list aircraft by serial number and show location, priority, status, Designed Operational Capability (DOC) limitations/remarks, ETIC, configuration, munitions load and fuel load columns. Units having only one standard configuration or fuel load may omit these columns. Units using automated systems need to display the above information, but may use "remark" or "narrative" portions of the screen for items not listed by specific title. Show DOC limitations against Full System List (FSL) and the Basic System List (BSL) as itemized on the MESL in the MAJCOM supplement to AFI 21-103. Discrepancy narratives in the "DOC limitations/remarks" column should be clear, concise, accurate, and include all pertinent data (i.e. document numbers, etc.).

5.7.4.4.2. Format the flying schedule board to show the individual aircraft scheduled for flight each day. As a minimum, column heading show serial number, scheduled takeoff, actual takeoff, scheduled landing, actual landing, configuration, deviation code, pilot, call sign, and remarks.

5.7.4.4.3. When required by the unit mission, construct generation boards showing Operational Readiness Inspection (ORI), SIOP, general war plan, strike, mass load, and maintenance actions required to generate aircraft in the time sequence to meet mission requirements.

5.7.4.4.4. Maintain a specialist dispatch board or log tracking specialist consolidated in the MS. Minimum data posted are section availability, flying squadron or activity to which the specialists are dispatched, type specialist dispatched, time dispatched, and time complete.

5.7.4.5. Specialist Use and Control. When a specialty is not available within a flying squadron's resources and the requirement cannot be satisfied from within the Operations Group, the MOC coordinates with the Logistics Group specialist shop to provide. In this case required specialists are dispatched by direct communication between the MOC and the workcenter.

5.7.4.6. Selected Generation Aircraft (SGA). In units where aircraft are required to meet SIOP or contingency commitments, the flying squadrons select the tail numbers of aircraft needed to meet the requirements. The aircraft status board shows the order aircraft should be generated. The MOC constantly monitors aircraft status and revises the pre-selected sequence as changed by the flying squadron.

5.7.4.6.1. When a specialist is not available within a unit's resources, the requesting unit will ask the MOC for specialist support. The MOC will dispatch the requested specialist to the requesting unit. Dispatched personnel will report to, and are controlled by, the workcenter supervisor. The workcenter supervisor releases the specialist when no longer need. Dispatched personnel will report back into the MOC once released.

5.7.4.7. Transient Aircraft. The MOC monitors the status and location of all transient aircraft. Post the priority of each transient aircraft and home station on the status board, based on the maintenance priorities listed in ACCI 21-166 Table 1-1. MOC coordinates with the appropriate agency for aircraft maintenance support.

5.7.4.8. Procedural Checksheets. Procedural checksheets are required for use during actions such as mass loads, combat turnaround, Broken Arrow, aircraft crash, flight line fire, severe weather warning

or evacuation, inflight emergencies, ground emergencies, and any other unusual circumstances deemed necessary. For SIOP notification, use the plan implementation checksheets. Use unit operational plans as guide in developing these checksheets so they contain only those actions required to be taken by a functional area. For example, expediters maintain checksheets defining their responsibilities during situations such as severe weather, mass generation, etc. The affected functional area develops individual checksheets IAW local defined requirements. The MOC maintains, controls, and standardizes checksheets the same as a procedural checklist IAW TO 00-5-1.

5.7.4.9. To prevent duplication of effort among CPs, make MOC status boards/displays visible to or accessible by OMC, RMC, and BMC when possible.

5.7.4.10. The MOC prepares aircraft condition projections for SORTS. They are only responsible for projection preparation; the reports section retains responsibility for submission.

5.7.5. The BMC will as a minimum, consist of the unit battlestaff, support unit battlestaff, and survival recovery center.

5.7.5.1. Other than the basic positions below, the commander determines battlestaff composition. Air National Guard unit commanders will determine their own composition.

5.7.5.1.1. Commander.

5.7.5.1.2. Operations Group Commander.

5.7.5.1.3. Logistics Group Commander.

5.7.5.1.4. Support Group Commander.

5.7.5.1.5. Medical Group Commander.

5.7.5.1.6. Plans Representative.

5.7.5.1.7. Command Post Representative.

5.7.5.2. Battle Staff Coordinator (BSC). The commander appoints the BSC. Operational experience is required. CP personnel are exempt from BSC duties.

5.7.5.3. Survival Recovery Center (SRC). The commander determines SRC composition and location.

5.7.5.4. Support Unit Battlestaff (SUBS). The SUBS forms in conjunction with the UBS, and provides support as determined by the UBS commander. The commander will appoint SUBS personnel from existing wing resources. CP personnel are exempt from manning SUBS vacancies.

5.7.5.5. BMC personnel, not the CP, will be responsible for maintaining their own battlestaff materials. Materials will be coordinated through the BSC.

5.7.6. Personnel Qualifications. AFI 36-2105, Officer Classification, AFI 36-2108, Airman Classification, and the Career Field Education and Training Plan (CFETP), establish general qualification requirements for personnel in both the officer and 1C3X1 career fields.

5.7.7. Security Clearance. All 1C3X1 and officer personnel must maintain a current Top Secret clearance based on a Single Scope Background Investigation (SSBI).

5.7.7.1. (STRAT) Grant CP personnel access to special security categories and levels (e.g. SIOP-ESI, Sensitive Compartmented Information, LIMDIS, etc.) as necessary to support local mission requirements. Management and training personnel are authorized categories 02, 07, and 10; OMC controllers are authorized category 10; and information management specialists are authorized category 08.

5.7.8. Information management personnel must possess a Top Secret clearance.

5.7.9. When other assigned personnel (e.g. MOC personnel) do not possess a Top Secret clearance, establish, implement, and document procedures which positively deny access to Top Secret material and information.

5.7.10. (STRAT) Screen, evaluate, train, and certify controllers in the Personnel Reliability Program (PRP) before certifying them for duty, required by AFI 36-2104.

5.7.11. Submit any changes to unit manning documents to:

ACC AOS/AOC

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5.8. Daily Operations.

5.8.1. The CP is the executive agent for the commander and must be manned at all times. As a minimum the CP will: (Prior to mobilization, AFRES CP hours and manning are determined through AFRES channels.)

5.8.1.1. Maintain proficiency in the use of all mission required communications systems in the CP.

5.8.1.2. Monitor the current status of assigned units.

5.8.1.3. Develop and maintain a thorough understanding of emergency action procedures and be familiar with unit OPLAN commitments.

5.8.1.4. Brief commanders on status of assigned forces.

5.8.1.5. Monitor the location of key personnel and distinguished visitors.

5.8.1.6. Receive, decode, validate, and relay EAMs and initiate appropriate actions.

5.8.1.7. Maintain proficiency in submitting voice and record copy OPREP-3 reports required by USAF reporting instructions, ACC reporting instructions, and other command reporting requirements.

5.8.2. CP Checklists. Checklists outline actions to be taken in response to emergencies, abnormal or recurring circumstances, receipt of EAMs, or direction to implement an OPORD or OPLAN. Use unit operational plans as a guide in developing checklists.

5.8.2.1. Checklists should be brief, concise, and lead controllers through an orderly prioritized sequence from initiation to completion.

5.8.2.2. Emergency Action Checklists (EACs). The CP will develop and maintain EACs for all supported commands. The number and type of EACs will be as prescribed in/by governing command EA procedures. The chief or superintendent of the CP will review EACs for currency every 6 months. Document and maintain all reviews. (Annually for AFRES units.)

5.8.2.2.1. Actual and exercise EACs must be maintained in separate binders.

5.8.2.2.2. Units must develop checklists for each increased alert condition. Checklists must include local procedures in response to the conditions declared .

5.8.2.3. Quick Reaction Checklists (QRCs). QRCs convey actions/notifications to be accomplished in response to emergency and routine situations.

5.8.2.3.1. Ensure QRC's reference OPREP-3 reporting as applicable.

5.8.2.3.2. The chief or superintendent of the CP reviews all QRCs for currency every 6 months. Document and maintain all reviews. (Annually for AFRES units.)

5.8.2.3.3. Attachment 1 contains a list of recommended Quick Reaction Checklists (QRCs).

5.8.3. Operating Instructions (OIs). Each CP will develop and maintain a series of current OIs. OIs are based on higher headquarters and or unit directives and provide policy and necessary guidance for controller actions.

5.8.3.1. If complete actions can be prescribed by a QRC, an OI isn't required.

5.8.3.2. The chief or superintendent of the CP reviews all OIs for currency every 6 months. Document and maintain all reviews. (Annually for AFRES units.)

5.8.3.3. Attachment 2 contains a list of recommended OIs.

5.8.4. OPREP Reports Book. Provides a quick reference to assist controller(s) on how to submit OPREPs. Contents will include:

5.8.4.1. Listings of standard message addressees for each type of OPREP.

5.8.4.2. Checklists which provide step by step procedures to ensure reports are submitted in proper format and content.

5.8.4.3. Instructions for submitting computer generated messages.

5.8.4.4. The CP will establish alternate procedures (ex. COMM Center) for submitting OPREPs in case of degraded communication.

5.8.5. Controller Information File (CIF). Each CP will maintain a CIF which contains information of a temporary nature pertinent to CP operations and controller personnel. Prior to assuming duty, each controller will review and initial the CIF for any items added to the CIF since their last duty period. The CP chief or superintendent will ensure the CIF is current; outdated items should be destroyed or filed as appropriate.

5.8.6. Duty Restrictions. Controllers will remain within the command post area during their tour of duty.

5.8.6.1. With the exception of courts-martial duty, CP personnel are exempt from performing non-CP related additional duties and details.

5.8.6.2. Controllers must be afforded 8 hours uninterrupted rest before shift.

5.8.6.3. Under no circumstances will controllers perform more than 12 hours of continuous duty (plus necessary time for shift changeover).

5.8.6.4. Scheduling agencies must consult with CP management no later than the 15th day of the preceding month before scheduling shift personnel for appointments outside the CP, to prevent conflicts with shift schedules.

5.8.6.5. A representative (usually staff personnel) from the CP will attend mandatory meetings and provide shift workers with written or verbal feedback.

5.8.6.6. The CP will maintain shift schedules for a minimum of three months.

5.8.7. Events Log. Log significant incidents and/or events not recorded elsewhere. Enter sufficient pertinent information to allow for a full reconstruction of events and provide continuity to the following shift. Computer generated facsimiles are authorized provided format and content are preserved.

5.8.7.1. Completed logs should be reviewed and initialed on the next duty day by the CP chief or superintendent.

5.8.7.2 An events log will be opened at the beginning and closed at the end of each Zulu day.

5.8.7.3. Enter all times in chronological sequence using Zulu time.

5.8.7.4. As a minimum the events log will contain the following entries:

5.8.7.4.1. Discrepancies/malfunctions concerning CP equipment.

5.8.7.4.2. Changes affecting unit readiness/preparedness. Classify logs accordingly.

5.8.7.4.3. (STRAT) Weekly klaxon/alert route light checks, and unscheduled klaxon activations/outages.

5.8.7.4.4. Actions/activities covered by checklists and checklist completion.

5.9. Command and Control Assistance.

5.9.1. The Command and Control Review (C2R). The C2 review team is a ACC AOS/AOC funded visit. Each ACC CP will be scheduled for a visit every 2 years. ACC AOS/AOCP will publish a schedule each quarter. CPs will advise ACC AOS/AOCP of unit activities that may conflict with a scheduled visit. NLT 30 days prior to arrival, ACC AOS/AOCP will provide the target unit with a message confirming arrival/departure dates, team composition, and inbrief/outbrief availability. Team visits will normally be for two days. The chief of the CP will set up a courtesy inbrief appointment, for the C2R team chief, with the wing commander/alternate on the first duty day of the visit .

5.9.1.2. C2R Purpose. The purpose of the visit is to provide guidance/assistance, insure compliance with baseline standards, solicit feedback and suggestions on how to improve HHQ C2 guidance, correlate customer requirements with ACC AOS/AOC products, and recognize excellence.

5.9.1.3. Minimum Areas Reviewed:

5.9.1.3.1. Emergency Actions: ACC and all supported commands. Checklists will be reviewed with emphasis on accuracy, structure, and content.

5.9.1.3.2. CP daily operations. Emphasis is directed toward QRCs, OIs, logs, and CIF.

5.9.1.3.3. Security. Physical/Information security, which includes entry control procedures.

5.9.1.3.4. Operational Reports. Primary focus will be on the contents/guidance in the reports guide, and report submission.

5.9.1.3.5. Reports. Includes all readiness and status reporting areas (SORTS, FMIS, STARS)

5.9.1.3.6. Management. Attention is paid to the management policy and procedures, compliance with directives, general CP appearance, and overall CP effectiveness.

5.9.1.3.7. Training. Includes the entire range of controller training and certification. Also, where applicable aircrew training.

5.9.1.3.7.1. During the visit, the C2R team will monitor the administering of one proficiency examination by the training manager. The CP management team will determine which controller team will receive the examination. The C2R team will monitor to evaluate the training program, not controller performance.

5.9.1.4. Trip Reports. At the end of the visit the C2R will brief the CP management on all areas of concerns. They will also discuss issues taken back for further study and resolution. The team chief will complete a final trip report NLT 5 duty days after the team returns.

5.9.2. The C2 Review Newsletter. Items of command interest found during C2 reviews and HHQ initiatives will be included in the C2 Review quarterly newsletter, which is distributed to all ACC and ACC-gained CPs. Benchmark items will be identified.

5.9.3. Staff Assistance Visits (SAVs). SAVs are unit funded HQ ACC visits to help units identify and alleviate problem areas within their CPs. This type of visit includes an Inbrief/Outbrief with the wing commander and a formal trip report/findings. This type of visit includes knowledge surveys, testing and administered scenarios, along with other areas as deemed necessary.

5.9.3.1. SAV Team Composition. The SAV team composition will be determined based upon unit CP needs identified to ACC AOS/AOC.

5.9.3.2. SAV Requests. To request a SAV, contact ACC AOS/AOC by message. Identify particular areas of interest and the proposed SAV dates.

5.9.4. CP Help Program. Units with command and control related questions, including emergency actions, that need to be answered may send a message addressing the problem . The question will be formally staffed and answered. All questions and answers will be published command wide for crossfeed purposes. Send your question to ACC AOS/AOCP, use the subject line: "SUBJ/CPHELP//" on the message.

5.9.5. Command Post and Controller of the Year Program. The CP and controller of the year program is designed to recognize command post and controllers in ACC. The categories are as follows: officer and enlisted OMC controller, MOC controller, CCC controller, and RMC controller of the year. All CPs are expected to participate in this program.

5.9.5.1. Command Post Category. Forward a bullet format paper of no more than 2 single sided, typed pages accompanied by a brief letter of endorsement by the wing commander. The paper should clearly and concisely identify areas such as accolades, innovations, benchmark items, self help projects, and results of mission accomplishment. Nomination packages will include an identifying cover sheet containing the command post's unit and location. No individual names or specific unit/base identification should appear in the bullet format paper. No attachments, photographs or

illustrations will be considered. Submit packages to ACC AOS/AOCP no later than 1 January of the previous calendar year, unless otherwise directed. A committee representing various CP disciplines will rate each of the masked packages submitted. The committee will select the top three CP finalists, and the recommended winner will be submitted for final approval.

5.9.5.2. Controller Categories. Forward a recommendation of no more than one page (bullet format) per controller. Submit only one controller per category. Recommendations will be based on performance during the calendar year. Include areas such as self improvements, contributions to the CP, off duty activities, exercise and CP testing results, etc... Recommendations must be received by 1 January of the previous calendar year, unless otherwise directed. A committee will review all recommendations and forward their recommendations for selection.

5.9.5.3. Awards Announcement. The awards announcement will be via COMACC message to all ACC wing commanders and CPs.

5.9.5.4. Awards. The command post of the year award is a plaque. Finalists will also receive a letter of recognition. Controllers of the year will each receive a plaque. All awards may be presented to the receiving unit's wing commander at the ACC Commanders Conference.

5.9.6. Nuclear Surety Staff Assistance Visit (NSSAV). Nellis, Cannon, Seymour Johnson, and ACC USSTRATCOM committed units will receive an annual NSSAV from the ACC Staff. Each nuclear tasked unit is normally seen six months prior to their Nuclear Surety Inspection (NSI). The command and control portion of the NSSAV team will normally be an evaluator for Aircrew /Controller testing, command post operations, security, wing support, and a Combat Crew Communications representative. Criteria for NSSAVs and NSIs as well as an NSI checklist is produced by ACC AOS/AOCP and distributed by HQ ACC/DONS IAW AFI 91-101, ACC Sup 2, Nuclear Surety Staff Assistance Visits.

5.9.7. Nuclear Operational Readiness Inspections (NORI) will be conducted at each ACC USSTRATCOM committed unit. These inspections are compliance oriented and will be an end-to-end look at all facets of the units nuclear mission. Criteria and inspection checklists are developed by ACC AOS/AOCP.

5.9.8. Local Practice Operational Readiness Inspections (LPORI) are unit conducted exercises to evaluate ACC USSTRATCOM committed units mission readiness. ACC AOS/AOCP will provide coordinated USSTRATCOM EA and FMIS database support. Units must submit request to ACC AOS/AOCP NLT the 20th of the month prior to the exercise.

Chapter 6 (Added)

Training

6.1. Responsibilities.

6.1.1. The CP chief ensures development of individualized training programs for the OMC, RMC, and MOC.

6.1.2. The CP chief determines scope of training and ensures trainees are proficient in all necessary tasks.

6.1.2.1. The CP chief and superintendent will attend the leadership and management symposium at Dyess AFB TX. (ANG/AFRES CPs may attend; however, it will be unit funded)

6.1.2.2. All of the training mangers will attend the trainers course at Dyess AFB TX. (ANG/AFRES CPs may attend; however, it will be unit funded)

6.1.3. The CP chief determines the duration of training. Evaluate OMC and RMC controllers unable to certify within 90 days (one year for ANG/USAFR personnel) for personnel disposition.

6.1.4. The CP chief will designate in writing a highly qualified controller to perform duties as training manager.

6.1.4.1. If the unit uses an NCO as training manager, it must be a 1C3X1.

6.2. Training Programs Composition.

6.2.1. OMC program.

6.2.1.1. A master task list (MTL) will be developed and maintained. The list will contain all tasks performed by the controllers.

6.2.1.2. A master controller training outline (CTO) or master lesson guide (MLG) will be developed and tailored to meet mission requirements.

6.2.1.3. An annual training plan (ATP) will be developed and maintained.

6.2.1.3.1. The ATP will tie all recurring training together whether it be formal, self study, or examination/tape training.

6.2.1.3.2. The ATP must be reviewed annually.

6.2.1.3.3. The ATP projects a logical month by month review of all required training, which includes a review of EAMs, OPLANs, OIs, and QRCs.

6.2.2. RMC program.

6.2.2.1. A MTL identifying all recurring responsibilities and tasks will be developed and maintained.

6.2.2.2. A CTO or MLG, tailored to the MTL, will be developed and used to conduct training.

6.2.2.3. Briefings and/or visits to reporting agencies will be an integral part of the training program.

6.2.2.4. RMC controllers must be familiar with unit plans and generation taskings as they apply to their unit.

6.2.3. MOC program.

6.2.3.1. A MTL identifying all recurring responsibilities and tasks will be developed and maintained.

6.2.3.2. MTL will contain training on operational/physical security and other topics deemed appropriate.

6.3. Initial Training.

6.3.1. All trainees must be given both written and practical evaluations during initial training to measure how well tasks and concepts are understood.

6.3.2. Briefings from/visits to other agencies (such as operations plans, security police, range scheduling) should be an integral part of initial training.

6.3.3. Upon completion of initial training and prior to certification RMC/OMC trainees will be given a certification examination.

6.3.3.1. The certification examination will be a comprehensive general knowledge test encompassing tasks covered in the centers CTO/MLG. This may be a written exam, practical evaluation, or a combination of both.

6.3.3.2. Minimum passing scores for written certification exams is 90 percent.

6.3.3.3. Training comments will be documented on the AF Form 623a, On-the Job Training Record-Continuation Sheet. Minimum information will include CP Chiefs/Supts, trainers comments and recommendation for certification/decertification.

6.4. Refresher Training. Controllers with recent or continuous CP experience may receive a refresher version of initial training. This training must provide familiarization with local operating procedures.

6.4.1. The chief of the CP will determine maximum time allowed.

6.4.2. The exact content of training will be based on the controller's previous experience and currency.

6.4.3. OMC/RMC controllers absent from duty or away from home station 60 days or more will receive refresher training and be recertified.

6.5. Recurring Training. The purpose of recurring training is to ensure controllers remain knowledgeable and current in all pertinent areas of their assigned duties. This training is conducted monthly and consists of three basic types: formal training, self-study, and examination training (written and proficiency training). (N/A to MOC controllers)

6.5.1. Formal Training. This training will be conducted on a scheduled basis, controllers must complete at least three hours of formal training per quarter.

6.5.1.1. All formal training sessions will be recorded. A record of who attended, topics covered, guest speakers, and non-attendees will be identified.

6.5.1.2. All available controllers will attend formal training sessions. Only the Chief/Supt may excuse controllers.

6.5.1.2.1. Controllers who miss a formal training session must review the recorded session NLT their third duty day following the missed meeting.

6.5.1.3. Record of formal training sessions will be maintained for three months.

6.5.2. Self Study Training. Each month the training manager will publish a letter outlining self study requirements.

6.5.2.1. Each reading assignment will (to the extent possible) indicate specific chapters, annexes, and paragraphs rather than assign entire instructions for study.

6.5.2.2. Self study letters will be maintained for three months.

6.5.3. Examination Training.

6.5.3.1. Written Examinations. Tests will measure understanding and application of information rather than rote memorization. General Knowledge Tests (GKTs) exams will contain a minimum of 30 questions open book. EA test will contain a minimum of 30 questions (closed or open book). Questions will be taken from the current month's self study letter. Passing score for tests is 90 percent.

6.5.3.1.1. RMC controllers will take the monthly GKT. However, in lieu of the EA test they will be administered a 30 question open book test based on specific reports related publications.

6.5.3.2. Proficiency Examinations (N/A for RMC). All certified OMC controllers will participate in a monthly proficiency examination. This examination will be based on the ATP, and will consist of a minimum of 5 situations. The training manager must provide inputs and assume various roles to develop a truly realistic environment. The training manager will critique controller performance during

and/or after each situation. Monthly situationals and controller critiques will be maintained for at least three months.

6.5.3.2.1. (STRAT) All certified OMC controllers will copy/decode/relay at least one EAM during monthly proficiency examinations. All reports associated with the scenario will be prepared for submission.

6.6. Certification. (MOC controllers will not be certified)

6.6.1. OMC Certification. OMC controllers must be certified by the Wing CC or Vice CC in his/her absence.

6.6.1.1. Recertification is not required when a change of certifying official occurs.

6.6.1.2. The CP Chief determines how certification is documented. Training manager will maintain certification record on each individual for the duration of their assignment to the command post.

6.6.1.3. The CP chief and superintendent must maintain a current OMC certification.

6.6.2. RMC Certification. Certification of RMC controllers will be accomplished upon completion of initial, refresher, or remedial training and will be documented on locally developed controller certification documents.

6.6.3. RMC controllers must be certified by the CP Chief or his/her designated alternate.

6.7. Decertification. The CP chief decertifies individuals who fail to maintain an acceptable level of proficiency in their assigned position. Upon decertification, OMC and RMC controllers must complete supervised training as prescribed by the CP chief before recertification.

6.7.1. Decertification action will be annotated on the back of the certification document and will include comments deemed appropriate by the CP chief.

6.8. Training and Certification Book

6.8.1. Certification and recurring training records will be maintained in a single "Command Post Training and Certification Book." This book will be divided into four primary sections (but may be locally expanded to accommodate other sections).

6.8.2.   Section one will include a separate certification document for each individual currently assigned. Section two will include records of the last three months of formal training meetings. Section three will include records of the last three months of self study letters. Section four will include records of the last three months of proficiency training.

6.9.   (STRAT) Aircrew Training.

6.9.1.   (STRAT) The training manager will develop an ATP reflecting initial and recurring training requirements.

6.9.1.1. (STRAT) Include once a quarter: EAPSTRAT Vol V, contingency reports, and all applicable COMSEC documents.

6.9.1.2. (STRAT) Plan to review each applicable actual EAM, and aircrew checklists in EAP STRAT Vol VI every six months. Units will add unit specific taskings as required to support unit taskings.

6.9.2. (STRAT) The aircrew training manager will supplement the Aircrew Master Lesson Plan (AMLP) with unit unique training requirements.

6.9.2.1. (STRAT) HQ ACC/AOCP will update the AMLP annually.

6.9.3. (STRAT) Initial training . To complete initial training, crew members must be totally qualified in alert response procedures: Copying, decoding, relaying, accomplishing checklists, and operational reporting.

6.9.3.1. (STRAT) The training manger will conduct initial aircrew training using the AMLP.

6.9.3.2. (STRAT) Training scripts will be used for crew member practice of copying, decoding, relaying and validating the various types of messages.

6.9.3.2.1. (STRAT) Each script will contain a minimum of five situations, four EAMs, one operational report, with a minimum of ten questions per script.

6.9.3.2.2. (STRAT) A minimum of 3 scripts will maintained at all times.

Attachment 1

RECOMMENDED QRCs

Aircraft Accident/Incident

Aircraft Emergency

Aircraft Recall

Aircraft Diversion

Bomb Threat

Civilian Law Enforcement Assistance

Commercial Power Outage

Communications Outages

Covered Wagon

Death/Injury of Personnel

Disaster Response

Distinguished Visitor Arrival

Dropped/Jettisoned Object

EOD Assistance

Fuel Jettison

Ground Emergency

Hazardous/Toxic Liquid Spill

Helping Hand

Hostage Situation

Inspection Team Entry Procedures

Overdue Aircraft

Personnel Recall

Runway Closure/Impairment

SAFE HAVEN/DOE Shipment

Search and Rescue

THREATCON

Weather Advisory

CP Evacuation/Relocation

Empty Quiver

Attachment 2

RECOMMENDED OIs

Duties and Responsibilities

Training

Communications Security (COMSEC)

Physical Security

Communications

Information Security

Computer Security

Controller Information File

Alternate CP Procedures

Attachment 3

RECOMMENDED LIST OF PUBLICATIONS

AFKAG 1   Routine Destruction and Emergency Protection of COMSEC Material (U)

AFI 10-201   Status of Resources and Training System (SORTS)

AFM 10-206   Operational Reporting

AFI 10-207   Command Posts

AFI 10-801   Air Force Assistance to Civilian Law Enforcement

AFI 31-101V1   The Air Force Physical Security Program (U)

AFI 31-101V2   The Air Force Nuclear Security Program Standards (for nuclear unit CPs)

AFI 31-209   The Installation and Resource Protection Program

AFI 31-401   Information Security Program

AFI 31-501   USAF Personnel Security Program

AFI 33-106V1   Management of Small Computers

AFI 33-211   Communications Security (COMSEC) User Requirements

AFI 36-2104   Nuclear Weapons Personnel Reliability Program

AFI 36-2105   Officer Classification

AFI 36-2108   Airman Classification

AFI 36-2202   On-The-Job Training

AFI 36-2403   The Enlisted Evaluation System (EES)

AFI 37-126   Preparing Written Communication

AFR 56-1   Control of Compromising Emanations (TEMPEST) (U)

AFI 90-201   The Inspection System

AFP 102-2   Joint User Handbook For Message Text Formats (JUH-MTF)

ACCI 21-166   Objective Wing Aircraft Maintenance

EAP - ACC   (S) ACC Emergency Action Procedures

Attachment 4

ACC REQUIRED SYSTEMS

The following list identifies communication systems required in ACC and ANG/AFRES gained command posts. Wings are authorized all systems applicable to their mission. Asterisk items apply only to USSTRATCOM tasked units.

VOICE SYSTEMS

ACC Voice Alerting Network (ACCVAN) (must have unique ring) (Desired but not required for AFRES units.)

Administrative Lines (minimum of 5 on rotary system - 2 DSN accessible, 2 commercial accessible)

Hot lines and Speed Dial Lines (number of lines required by mission)

Base Public Address System (Giant Voice)

Telephone Conferencing System (capable of 10 conferees)

Crash Net System (Primary Net - monitor capability/Secondary Net - respond capability)

Multichannel Recorder

Unlisted Commercial Line (direct commercial line, bypassing DCO)

Land Mobile Radio (LMR) Base Station (accessible to all base networks)

STU-III (minimum of 2)

UHF Multichannel Radios (minimum of 2)

VHF Radio(s)

KLAXON Controls*

Tactical Aircrew Alerting Network (TAAN)*

Tactical Secure Voice (TSV)

DATA SYSTEMS

AACE/EHDC*

ACC-Wide E-Mail (Desired but not required for AFRES units.)

AFSATCOM/DMU II*

CAMS Terminal (N/A for ARC units.)

Computer System on the console with INTERNET access to the ACC C2 Home Page (Desired but not required for AFRES units.)

Covert Duress System

Facsimile (non-secure and secure)

SORTS Reporting Capability (AFC2N/GCCS) (Desired but not required for AFRES units.)

GWEN*

MPT/MDT PC and Printer (AUTODIN) (Desired but not required for AFRES units.)

STARS* (plus Davis Monthan and Ellsworth)

STRATDIN*

Weather Data Source (terminal area data)

WCCS (N/A for ARC units.)